



HPU Campus Activities Board

**CAMPUS ACTIVITIES BOARD CONSTITUTION  
HAWAI'I PACIFIC UNIVERSITY**

**PREAMBLE AND HISTORY**

In 2010, the Student Government Association (SGA) at Hawai'i Pacific University (HPU) established a new branch known as the Campus Activities Board (CAB) with the mission to provide unified events for a diversified student body. In 2013, CAB requested separation from SGA and was allocated a portion of the Student Activity Fee (SAF) with the charge of implementing more quality events for the student body.

**ARTICLE I: TITLE**

The name of the organization shall be the Campus Activities Board, hereafter referred to as CAB.

**ARTICLE II: MISSION AND GOALS**

**Section A. Mission**

A.1 The Campus Activities Board (CAB) is a student-run organization that strives to enhance the Hawai'i Pacific University student experience through quality entertainment, creative programming, and community involvement.

**Section B. Goals**

B.2 The primary goal of CAB is to enhance Hawai'i Pacific University through programs that:

1. Work to unify the campus community by providing diverse activities.
2. Promote student self-worth, dignity, and confidence.
3. Foster school spirit and camaraderie within the student body.
4. Cultivate student leadership, civility, dedication, time management and responsibility.
5. Contribute to the recruitment and retention efforts of the University.

**ARTICLE III: FINANCES**

**Section A. Sources**

A.1 CAB's funding for programs and activities is drawn from the Student Activity Fee (SAF) every Fall and Spring semester. SAF is a non-refundable fee charged to the main campuses' undergraduate and graduate students each semester. The fee is used to fund major campus events planned by the Campus Activities Board, recognized student organizations, Student Government Association, and departments who reach out to the entire student body.

**Section B. Usage**

**B.1 Budget Approval**

1. An operating budget will be prepared each semester by the Administration Director and Chairperson, based on the SAF funds, proposed programs, and previous budgets.

2. Prior to the start of the semester, the budget must be approved by a 2/3 majority of Executive Board Members in attendance, which constitutes as quorum, at the time of the vote before funds can be allocated.
3. Changes to an approved budget must be approved by a 2/3 majority of Executive Board Members in attendance at the time of the vote.
4. Event budgets or items that amount to \$500 or less do not require approval by a 2/3 majority of Executive Board Members, but is required to be approved by the CAB Advisor(s) before purchase.

## B.2 Reallocation

In the occurrence that a budget needs to be reallocated, it is at the discretion of the event coordinator for the given event to propose the reallocation to the board. In order for the proposal to be brought up for voting, the given event coordinator must:

1. Submit an updated budget sheet and a written proposal stating why the reallocation is necessary.
2. Give a reason on how it will benefit the student body.
3. If the proposed reallocation is less than \$500, the Administration Director and Vice-Chairperson can choose to either approve the reallocation or put it up for vote by the board.
4. In the case that the Administration Director and Vice-Chairperson see it fit for the board to vote for the proposal, a 2/3 approval from the board is necessary to proceed with the reallocation.
5. If the proposed reallocation is greater than or equal to \$500, the Administration Director and Vice-Chairperson must approve this reallocation and send it to the board for approval. The proposal requires a 2/3 approval from the board to proceed with the reallocation.

## B.3 Budget Increase

In the occurrence that an event coordinator finds it necessary to increase his/her budget, the given event coordinator must:

1. Send the previous budget tracker and a new tracker with highlighted changes to the Administration Director, Vice-Chairperson, and the advisor(s) a week before the agenda is sent out.
2. Give a reason on how it will benefit the student body.
3. A 2/3 approval from the board is necessary to proceed with the increase.

## B.4 Student Activity Fee Allocation Committee (SAFAC)

1. The CAB Chairperson will provide updates and reports on SAF funding allocations to the SAFAC Chairperson.
2. Reports will be given after each Fall and Spring semester.

## B.5 Alternative Budget Uses

In the event that the Office of Student Activities identifies a budgetary need, the office may submit a request to CAB for partial funding if the following requirements are met:

1. The following criteria are true:
  - 1.1 The event satisfies the mission of CAB as stated in the Preamble of the Constitution
  - 1.2 The event is open to all students

- 1.3 The Office of Student Activities requires CAB assistance in the planning and facilitation of the event
- 1.4 The Office of Student Activities will work with CAB Executive Members to complete the necessary documentation and evaluation of the event
2. A written proposal is submitted to the Chairperson seven (7) days before the agenda is sent out
3. A 2/3 approval from the Executive Board is needed to accept this proposal

#### **ARTICLE IV: MEMBERSHIP**

CAB membership includes any member of the student body at Hawai'i Pacific University - these students are referred to as General Members.

#### **ARTICLE V: EXECUTIVE BOARD**

##### **Section A. Executive Board Members**

- A.1 The Executive Board of CAB consists of
1. Chairperson
  2. Vice-Chairperson
  3. Administration Director
  4. Membership Director
  5. Public Relations Director
  6. 5 (five) Event Coordinators

##### **Section B. Requirements for Executive Board Members**

- B.1 In order to seek a position on the CAB Executive Board, students must meet the following requirements:
1. Have and maintain at least a 2.75 cumulative grade point average.
  2. Be enrolled as a full-time student.
  3. Be in good standing with the University.
  4. Must have general knowledge of CAB; being an active member is desired but not required.
- B.2 To apply for the Chairperson position, the student must have been a member of the Executive Board for at least one semester. In the event that special circumstances arise, the selection of the Chairperson will be under the discretion of the interview panel, current CAB Chairperson, and the CAB advisor(s). A secondary meeting may need to take place to discuss the situation
- B.3 Students who are also full-time employees at HPU may not hold membership in the CAB Executive Board.

##### **Section C. Application and Selection Process for the Executive Board**

- C.1 CAB shall conduct a selection process for open positions prior to the end of the Spring Semester. Selection will reopen once at the beginning of the Fall and Spring semesters as needed to fill any remaining open positions.
- C.2 The CAB Advisor(s) and designated CAB Executive Board Member(s) shall oversee the Application and Selection Process.
- C.3 Each candidate is required to turn in an application form. in order to participate in an interview to be considered for a position

- C.4 The Selection Committee shall consist of CAB Advisor(s), designated CAB representative(s), a Student Leader within Student Life (including but not limited to Student Government Association, Student Workers. Graduate Assistant), and an invited HPU staff member.
- C.5 A Selection Committee shall determine the placement of each candidate. Once decisions have been made, candidates will be notified through email by the Selection Committee.

#### **Section D. Interim Officer**

- D.1 In the event that a position remains vacant after the Application and Selection Process has been completed, the CAB Chairperson and Vice Chairperson may recommend a student to be appointed as interim Executive Board Member, at the discretion of the Executive Board, who assumes office until the Application and Selection Process is held again the following semester. Interim Executive Board Members shall be in office until a replacement is found. The appointment of a CAB General Member is encouraged, but not required.
- D.2 Requirements for the Interim Officer
  - 1. Must have general knowledge of CAB; being an active member is desired but not required.
  - 2. Attend all executive meeting and designated CAB events, decided by the Chairperson and the given event coordinator running the event.
- D.3 Interim officers that serve Fall and/or Spring term are eligible to receive 35 Membership Points per semester.
- D.4 Interim officers that serve Summer term are eligible to receive up to 20 Membership Points that may be carried into the Fall semester.

#### **Section E. Term of Office**

- E.1 A session will be defined as the period of time starting on the day after the end of the HPU academic year (or the last day of the spring semester), and ending on the last day of the following academic year (or the day prior to the last day of the spring semester).
- E.2 An Executive Board Member's term shall start on the first day of the first session after being offered a position, and has signed CAB's Condition of Appointment. In all other cases, the term of office of an Executive Board Member shall start upon him/her signing CAB's Condition of Appointment.
- E.3 Terms of Office shall end automatically upon the:
  - 1. End of the session in which the Executive Board Member served;
  - 2. Resignation of the Executive Board Member;
  - 3. Proper removal of the Executive Board Member from their position; or the
  - 4. Executive Board Member's constitutional ineligibility for their position,
  - 5. Whichever comes first.

#### **Section F. Condition of Appointment**

Each student entering a position of trust under the constitution will be required to sign and abide by CAB's Condition of Appointment, which documents the duties and responsibilities of being a CAB Executive Board Member.

## **Section G. Executive Board Members' Duties**

### **1. Chairperson shall:**

1. Oversee the general operation of CAB;
2. Call in session and organize Executive Board meetings;
3. Vote on CAB matters only in the result of a tie;
4. Ensure that the Executive Board Members fulfill their constitutional obligations;
5. Assist the Membership Director in monitoring the CAB email
6. Be responsible for relations between CAB and the HPU community;
7. Work with Advisor(s) on CAB's Application and Selection Process;
8. Act as liaison with the Student Body President;
9. Ensure review of the CAB constitution annually or as needed;
10. Organize Executive Board retreats with the Vice-Chairperson, and Advisor(s);
11. Assist Advisor(s) in completing evaluations for all Executive Board Members;
12. Communicate and work with the Student Activity Fee Allocation Committee (SAFAC) Chair as needed;
13. Prepare a transition plan for the incoming Chairperson before the end of the term;
14. Submit Event Proposals and Event Summary Forms as stated in Article VI;
15. Work with the Vice-Chairperson to train incoming Executive Board members in all Aspects of CAB as well as the individual duties of each board member;
16. Share responsibility of vacant Executive Board positions with the Vice-Chairperson.

### **2. Vice-Chairperson shall:**

1. In the absence of the Chairperson, assume the duties of the Chairperson as stated in Article V Section G.1;
2. Aid and assist the Chairperson;
3. Ensure that the Executive Board Members fulfill their constitutional obligations;
4. Develop and maintain an internal and external contact list (i.e. Vendors, University Staff, Artists, etc);
5. Be responsible for collecting and reviewing all Event Proposal, Event Budgets and Event Summary Form with the Administration Director;
6. Collaborate with the Administration Director on Board Member Event Proposals;
7. Attend Executive board meetings;
8. Collaborate with the Chairperson, Administration Director and Membership Director on End of Year Report;
9. Organize the Executive Board retreat with the Chairperson and Advisor(s);
10. Prepare a transition plan for the incoming Vice-Chairperson before the end of the term and implement the plan upon approval from the current Chairperson;
11. Assist in other means of CAB as directed by the Chairperson;
12. Submit Event Proposals and Event Summary Forms as stated in Article VI;
13. Send all documents listed above to the Chairperson at least seventy-two (72) hours before the meeting agenda is sent out;
14. Post all approved documents to the CAB drive within seven (7) days of approval;
15. Research and prepare NACA conference proposal in Spring semester in preparation for the Fall semester if deemed appropriate;
16. Share responsibilities of vacant Executive Board positions with the Chairperson.

3. Administration Director shall:
  1. Be responsible for taking, typing, distributing, and filing the minutes of both the General and Executive Board meetings;
    - 1A. If unavailable for General Meetings, the Administration Director and Chairperson may appoint another Executive in their place.
  2. Maintain the CAB general budget;
  3. Create monthly reports on general spending;
  4. Prepare a financial report at the beginning and end of each semester;
  5. Ensure that all necessary funding documents are processed (i.e. check request forms, reimbursements);
  6. Inform the Executive Board of all account activities;
  7. Be responsible for collecting and reviewing all Event Proposal, Event Budgets and Event Summary Form with the Vice Chairperson;
  8. Collaborate with the Chairperson, Vice-Chairperson and Membership Director on End of the Year Report;
  9. Organize, supply, and maintain the CAB office;
  10. Communicate and work with the Student Activity Fee Allocation Committee (SAFAC) Chair as directed by the CAB Chair or as needed;
  11. Prepare a transition plan for the incoming Administration Director before the end of the term and implement the plan upon approval from the current Chairperson;
  12. Assist in other means of CAB as directed by the Chairperson;
  13. Submit Event Proposals and Event Summary Forms as stated in Article VI.
4. Membership Director shall:
  1. Call in session and organize General meetings;
  2. Attend both General and Executive Board meetings;
  3. Create all general meeting presentations;
  4. Maintain an accurate and current membership list, directory, and attendance sheet;
  5. Be the connection/communication link between the Executive Board Members and the General members through the CAB email;
  6. Be responsible for the recruitment and retention of new members;
  7. Collaborate with the Chairperson, Vice-Chairperson and Administration Director on End of the Year Report;
  8. Manage the Incentive Program and Member of the Month as stated in the Bylaws;
  9. Maintain and update official social media pages in collaboration with the Public Relations Director.
  10. Prepare a transition plan for the incoming Membership Director before the end of the term and implement the plan upon approval from the current Chairperson;
  11. Assist in other means of CAB as directed by the Chairperson.
  12. Submit Event Proposals and Event Summary Forms as stated in Article VI.
  13. Maintain all on campus CAB displays
  14. Coordinate at least one membership drive or recruitment activity per semester
5. Public Relations Director shall:
  1. Be responsible for professional assembly and distribution of advertising for CAB events, including, but not limited to: posting of flyers, e-screens, HPU Events Calendar, VDI Pop-ups, Sharky's Swells, etc.;

2. Collect and implement creative ideas for the promotion of CAB events;
  3. Collaborate with the executive board to actively promote awareness of CAB events to the HPU community;
  4. Collaborate with other university media organizations (i.e. school newspaper);
  5. Prepare a transition plan for the Public Relations Director-elect before the end of the term and implement the plan upon approval from the current Chairperson;
  6. Assist in other means of CAB as directed by the Chairperson;
  7. Submit Event Proposals and Event Summary Forms as stated in Article VI;
  8. Attend Executive Board meetings;
  9. Work with the Membership Director in order to promote CAB meetings and getting feedback from them;
  10. Maintain and update official social media pages in collaboration with the Membership Director
  11. Responsible for adding and updating content on the CAB website.
6. Event Coordinators shall:
1. Attend Executive Board meetings;
  2. Plan and execute events that cater to the HPU student body and align with CAB's mission statement;
  3. Hold the position of event chair for a minimum of 1 (one) event per semester;
  4. Collaborate with their event committee(s), along with the Membership and Public Relations Directors, to actively promote CAB events to the HPU community;
  5. Prepare a transition plan for incoming Event Coordinators before the end of the term and implement the plan upon approval from the current Chairperson;
  6. Assist in other means of CAB as directed by the Chairperson;
  7. Submit Proposals and Event Summary Forms as stated in Article VI.

### **Section H. Quorum**

In order to protect against totally unrepresentative action, at least 2/3 of the Executive Board must be present to constitute quorum.

### **Section I. Voting**

To ensure that CAB is organized and clear in its decision making process, the Executive Board shall abide by the following policy:

- I.1 The Executive Board can only vote on matters when quorum is met;
- I.2 Matters pertaining to the budget, amendments to the constitution, bylaws, or Condition of Appointment, and sponsorships/participation in activities coordinated by Campus Activities Board, and/or, other organizations;
- I.3 Matters being voted on must be approved by 2/3 majority of the Executive Board members present
- I.4 Executive Board Members present at meetings through phone or video call are allowed to vote;
- I.5 The Chairperson may only vote on matters when result in a tie and/or to meet quorum;
- I.6 The Administration Director shall record and maintain all votes;

- I.7 An email vote may be called only by the Chairperson in cases of urgency;
- I.8 If an email vote does not meet quorum after 48 hours after the initial email has been sent To the Executive Board, that email vote is considered expired and no longer holds;
- I.9 An event and/or budget can only be voted on if the Executive Board is given the proposal 48 hours in advance.

#### **Section J. Inabilities and Vacancies**

- J.1 If the Chairperson is unable to fulfill a length of term the Vice-Chairperson shall assume the office of the Chairperson.
- J.2 If during a session a member of the Executive Board chooses to resign, the following procedure shall be conducted:
  - 1. The Executive Board member will need to send the Chairperson a letter of resignation or the Vice Chairperson in the case that the Chairperson is resigning at least two weeks prior to desired resignation date;
  - 2. A meeting with the panel, consisting of the advisors, Chairperson, and Vice-Chairperson, will be called so the Executive Board Member who wishes to resign may address the panel regarding their resignation. A brief question and answer period will follow.
- J.3 If during a session a member of the Executive Board resigns their position or a position is left vacant, the Application and Selection Process shall fill other vacancies as necessary according to the guidelines in Article V, Sections C.1 through C.5.

#### **Section K. Removal from the Executive Board**

- K.1 If at any time an Executive Board Member fails to maintain a 2.75 cumulative grade point average, is not enrolled as a full-time student, is in violation of attendance policies as outlined in Bylaw I of this document, or is not in good disciplinary standing with the University, the Executive Board Member shall be required to meet with the CAB advisor(s) to review the situation.
- K.2 All of these positions require a dedicated individual to play an important and vital role in making decisions and policies that dictate the direction of the organization. It is extremely important to have members who are committed to the organization and take their positions seriously. If any person is found not to be abiding with CAB's Condition of Appointment, they may be removed from their position, at the discretion of the Executive Board and CAB Advisor(s).
- K.3 If applicable, given respect to student privacy and university policies, the CAB Chairperson may meet with Advisors in order to discuss potential removal of CAB Executives.
- K.4 An email and/or verbal warning prior to removal may be left to the discretion of the advisors.

#### **ARTICLE VI: EVENT PROCEDURES**

Any executive board member that is planning an event, co-sponsored or fully sponsored by CAB, is expected to fill out the necessary documents prior to and upon completion of the event itself. These documents include, but are not limited to:

- 1. Event Proposal (EP) and all supporting documents.
  - a. Must be submitted to the Vice-Chair and the Administration Director for approval within seven (7) days before it will be added to the agenda for the Executive Board meeting



- b. The EP shall be filled as the instructions on the forms states.
  - c. The Budget Sheet and Risk Management Checklist must be submitted with the EP for voting.
- 1. Event Summary Form (ESF) and all supporting documents.
  - 1. Must be sent to the Vice-Chair and the Administration Director within seven (7) days after the event ended.
  - 2. Must contain all supporting documents as stated in the Event Summary form itself
  - 3. The ESF shall be filled as the instructions on the forms states. The ESF must be posted in CAB Drive by Vice Chairperson within seven (7) days of approval

**ARTICLE VII: ETHICAL STANDARDS OF EXECUTIVE BOARD MEMBERS**

- 1. A Student may not simultaneously hold more than one office on the Campus Activities Board.
- 2. All students are expected to abide by the Code of Student Conduct.
- 3. An Executive Board Member shall not apply undue influence upon or otherwise intimidate fellow Executive Board Members so as to cause them to make a decision or commit to omit any action that they would not have normally intended.
- 4. An Executive Board Member shall not intentionally or negligently undermine the decisions or mission of the Campus Activities Board through personal action or inaction or through discouragement of their Executive Board Members.
- 5. An Executive Board Member shall not intentionally damage another student’s character by giving false or insupportable information about that student.
- 6. All Executive Board Members shall carry out all of their duties as outlined in the CAB Constitution fully and ethically, to the best of their abilities.
- 7. If an Executive Board Member cannot fulfill their obligations, they are ethically compelled to resign immediately so that another student may fulfill those obligations.

**ARTICLE VIII: RESPONSIBILITIES OF ADVISOR(S)**

The CAB Advisor(s) shall:

- 1. Work cooperatively with students in exploring and developing their leadership and human potential;
- 2. Advise, review, and approve decisions and transactions (e.g. budget decisions, financial transactions, advertisement and promotional materials) to ensure CAB is adhering to university policies and procedures
- 3. Review and attain proper approvals of written documents including contracts, riders, requisitions, and written offers to and from entertainers/agents;
- 4. Attend CAB events and all executive meetings or appoint an appropriate designee.

**ARTICLE IX: MEETINGS**

**Section A. General Meeting**

- A.1 The frequency of the meetings shall be decided by the Executive Board
- A.2 Shall be held at a time seen fit by the members, Membership Director, and Administration Director.
- A.3 Shall be called in session and organized by the Membership Director.
- A.4 Shall conduct general CAB business.

## **Section B. Executive Board Meeting**

- B.1 Shall be held once per week at a time seen fit by the Executive Board.
- B.2 Shall be called in session and organized by the Chairperson.
- B.3 Shall conduct general CAB business.
- B.4 All Executive Board Members must be present and shall report their activities pertinent to CAB since the last meeting.
- B.5 The meeting must follow all Constitutional Articles

## **ARTICLE X: CONSTITUTIONAL MAINTENANCE**

### **Section A. Review**

- A.1 Each year or as needed, it shall be the duty of the Executive Board to review and amend the CAB Constitution and bylaws as necessary.

## **ARTICLE XI: CONSTITUTIONAL AMENDMENT**

### **Section A. Procedure**

- A.1 Any amendment to the CAB Constitution must be proposed in writing, and submitted to the Chairperson 72 hours before it will be proposed at a meeting
- A.2 Voting may occur seven (7) days after initial discussion of proposed amendment(s)

## **ARTICLE XII: ORGANIZATION BYLAWS**

### **Bylaw I. Attendance**

Because the Executive Board plays a vital role in the overall operation of the organization attendance at Executive Board meetings and CAB sponsored events is very important. The following describes the details of the attendance policy:

1. Each Executive Board Member will be allowed two (2) unexcused absence each semester.
2. Attendance at all events is required unless otherwise stated by the Event Coordinator.
3. Circumstances such as academic and scholarship commitments, medical, or family emergencies are considered as an excused absence.
4. If the Chairperson is contacted via email within 48 hours of the meeting or CAB sponsored event, it is at the discretion of the Chairperson and Event Coordinator to count it as an excused absence. After the second unexcused absence the Chairperson will have a conference with that Executive Board Member to discuss their lack of attendance.
5. If the request for conference is ignored the Chairperson will ask for the resignation of the member and proceed with removal procedure as stated in Article V Section J.
6. The third unexcused absence may result in removal from office.
7. In the event removal is necessary removal procedures must be followed in accordance with the guidelines listed in Article V, Section K of this document.

### **Bylaw II. Executive Board Evaluation**

To ensure that the Executive Board is working efficiently as a team and is held accountable, it is essential that the Advisor(s) with the assistance of the Chairperson conduct peer evaluations of its Board members each semester or as deemed needed at the discretion of the Chairperson.

### **Bylaw III. Incentive Program**

To help encourage and reward General members for their contributions to the organization, there shall be an incentive program. During the course of the school year, members can earn points for various activities. Points will be rewarded for the following:

1. 1 point for attending General meetings
2. 1 point for attending CAB Committee meetings
3. 1 point for wearing the CAB Shirt on Monday
4. 1 point per new member brought to a general meeting
5. 1 point for attending Student Senate meetings
6. 2 points per hour worked at an event
7. 2 points for CAB sponsored events
8. 3 points for being nominated for member of the month
9. 15 points for receiving member of the month
10. 1 point per every half an hour tabling

Any additional points may be approved by the Executive Board seventy-two (72) hours in advance

#### **Bylaw IV. Active Member Status**

To be considered an active member, the member must earn a minimum of 35 points in one (1) semester. The member with the most points at the end of the school year will receive an award as the Member of the Year. The points for each member will be kept track of by the Membership Director. If a member has a question regarding his/her points, they can contact the Membership Director. If any questions arise about the points the Chairperson has final authority. The incentive program is not something owed to the members; it is a privilege.

#### **Bylaw V. Member of the Month**

In addition to the member incentive program, CAB will also have a member of the month program to recognize the contribution of the General Members of the organization. To nominate someone for member of the month, voting will occur at the last meeting of the month. Members will be provided a ballot created by the Membership Director, which provides space for the nominee's name and contributions to why that member is being nominated. Membership Director will collect ballots and will give it to the Administration Director to tally up the votes. The Membership Director then will announce the member of the Month and what qualified that member to be selected by reading contributions stated by general members at the first meeting of the next month. If a tie occurs, the Membership Director will use the incentive points for the month being awarded as the member of the month. The member of the month award has the following point values:

- 15 points for receiving member of the month, in addition to;
- 3 points for being nominated member of the month;

The member of the month award will be given for the following months: September, October, November & February, March, and April.

#### **Bylaw VI. Summer and Winter Operations**

To ensure that the organization runs smoothly throughout the semester, it is essential for the Executive Board Members to meet and make decisions during the summer and winter.

### **Section A. Decision Making**

- A.1 Decisions include but are not limited to approving activities and budget allocations.
- A.2 In order to constitute quorum, the Chairperson may appoint interim Executive Board members.
- A.3 If the Chairperson and Executive Board Members residing on island do not feel comfortable making a decision without having a full Executive Board, the decision may be postponed until all seats are filled.
- A.4 The interim Executive Board Member(s) shall remain in their position(s) until new Executive Board Member(s) for the year have been selected by the Application and Selection Process and have attended one (1) Executive Meeting.
- A.5 Bylaw VI Section A.1-A.4 can be applied and followed for the entire school year, not just during summer or winter sessions

### **Bylaw VII. Fall, Spring, and Transition Retreat**

- B.1 Shall be held once per season at a time determined by the Executive Board.
- B.2 Shall be organized by the Chairperson, Vice-Chairperson, and Advisor(s).
- B.3 Shall be attended by all members of the Executive Board.

### **Bylaw VIII. Graduation Stoles**

- C.1 To reward active members for their work in CAB, graduation stoles shall be distributed to the CAB graduating seniors each Fall and Spring semester who satisfy the eligibility requirements:
  - 1. Members of CAB receiving a graduation stole must be graduating the semester the stole is issued;
  - 2. Graduation stole recipients must have served as Executive Board member in office for at least one (1) academic year or must have achieved active member status for two (2) semesters;
  - 3. All persons satisfying the requirements shall receive a CAB graduation stole upon 2/3 approval by the Executive Board members present at the voting session.
- C.2 Finalization
  - 1. The Executive Board shall compile a list of applicants and vote yay or nay on each applicant. A 2/3 majority is needed for an approval.
  - 2. The Membership Director shall contact, via email, CAB graduation stole recipients, courtesy copying the CAB Advisor(s). Recipients shall receive stoles from the designated CAB Advisor.
- C.3 Recognition
  - 1. Stole recipients shall be invited to the end of year student leadership reception to be honored or their services to CAB

1. 2. Fall graduates for the next academic year that are eligible for a graduation stole may
2. be invited to end of year student leadership reception to be honored for their services
3. to CAB.

**Bylaw IX. CAB Logo**

- D.1 Shall be the official symbol of the organization.
- D.2 Shall only be used on official matters relating to CAB such as event flyers, t-shirts, and other merchandise, by the discretion of the Executive Board
- D.3 Changes to the logo must be voted upon by the Executive Board. D.4 The CAB logo includes, but are not limited to:



**Bylaw X. Changing Bylaws**

- E.1 To change the organization bylaws a 2/3 majority vote of the Executive Board Members in attendance at the time of the vote is required.
- E.2 To propose a bylaw change an Executive Member must submit a written proposal to the Chairperson seventy-two (72) hours prior initial discussion.
- E.3 If a General member would like to see a bylaw changed, they need to contact a member of the Executive Board who will then ask the Chairperson to add the issue to the next General Meeting agenda. After discussing the issue and gathering member input it will be voted on at the Executive Board meeting.
- E.4 Voting may occur seven (7) days after initial discussion of proposed amendment(s).